



**MEMORANDUM**

5850-4 (MFRC Chairperson)

01 Feb 2019

**NOTICE OF A MEETING OF THE MFRC BOARD OF DIRECTORS**

**Ref.: Bylaw III. 4. (A) of MFRC of Moose Jaw Inc.**

1. This is to advise you that the next meeting of the Moose Jaw MFRC Board of Directors will be held Thursday at 6:30 pm, 21 Feb 2019. Enclosed you will find the agenda and various other documents for your review.

  
Dani Basley  
MFRC Chairperson

Enclosures

Dist List

Action

MFRC Board of Directors  
MFRC Executive Director

Info

WComd  
WCWO

**Moose Jaw MFRC Inc.**

**Vision:** *Strong, capable and resilient families in a supportive Canadian Armed Forces community.*

**Mission:** *The Moose Jaw MFRC Inc. is collaboratively engaged with our military families and community and defence partners, which affects positive community transitions and relevant and adaptive family services, programs and resources for military families.*

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**Board Meeting Agenda**

**THURSDAY 21 FEB @ 6:30 PM @ B80 – MEETING ROOM**

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA**
3. **REVIEW AND APPROVAL OF PREVIOUS MINUTES**
4. **COMMUNICATIONS:**
  - A. 2019 SUPPORT OUR TROOPS SCHOLARSHIP PROGRAM FOR FAMILIES OF CURRENTLY SERVING CANADIAN ARMED FORCES
  - B. FAMILY CRISIS TEAM (FCT) NATIONAL TRAINING CONFERENCE - JOINING INSTRUCTIONS
  - C. MOOSE JAW MFRC - MOU AMENDMENT FY 19-20
5. **WING REPRESENTATIVE'S REPORT**
6. **CHAIRPERSON'S REPORT**
7. **EXECUTIVE DIRECTOR'S REPORT**
  - Early Learning Centre (ELC) Revised Operational Schedule
8. **3 CFFTS PORTAGE (SOUTHPORT)**
9. **COMMITTEE REPORTS:**
  - Finance:
  - Fundraising:
  - Program/evaluation: Program and event evaluations and statistics are available for review in the attached staff reports.
  - Personnel: 3 CFFTS Portage Ops Mgr mat leave replacement – Lorna Knight; Veteran Family Program Coord competition active; Children's Svcs Coord (mat leave) active
  - Nominating: Chairperson recognition presentation.

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**Board Meeting Agenda**

**THURSDAY 21 FEB @ 6:30 PM @ B80 – MEETING ROOM**

10. **OLD BUSINESS:**
  - A.
  
11. **NEW BUSINESS:**
  - A. MOOSE JAW MFRC - GENDER BASED VIOLENCE (GBV) FUNDING REQUEST FORM - FY 2018-2019
  - B. NON-PUBLIC FUNDS GOVERNANCE OPTION
  - C. MOOSE JAW MFRC ANNUAL GENERAL MEETING DATE AND LOCATION
  - D. MOOSE JAW MFRC BOARD ORIENTATION COMMITTEE AND DATES: 15-17 APR
  
12. **BOARD TRAINING:**  
<http://diversecityonboard.ca/board-governance-fundamentals-series-1/>
  
13. **DISCUSSION:**
  
14. **NEXT BOARD MEETING: 25 APR 2019**
  
15. **ADJOURNMENT**

**Moose Jaw MFRC Inc.  
Board of Directors Meeting Minutes  
24 Jan 2019**

5850-4 (MFRC Chair)  
Moose Jaw, SK  
S6H 7Z8

28 Jan 2019

Dist. List

Present:

Dani Basley	Chairperson
Tammy Barclay	Vice/ Personnel Chair
Joanne Ubell	Finance Chair
Jackie Lacroix	Secretary
Brenna Kahvedjian	Member at Large
Bert Olson	Member at Large
Lauren Flaherty	Member at Large
Lisa Brake	Evaluation Chair
Amanda Laver	Member at Large
Jen Anderson	3 CFFTS Portage Rep
Regan Gorski	MFRC Dir

Not Present:

Holly Jorstad	Member at Large
Dave Lyons	Member at Large
John Hall	Ex-Officio

**Moose Jaw MFRC Inc.  
Board of Directors Meeting Minutes  
24 Jan 2019**

**1. Call to order:**

The meeting was called to order at 6:34 pm.

**2. Adoption of agenda:**

The motion to adopt the agenda of 24 Jan 19 was made by Tammy Barclay and seconded by Brenna Kahvedjian. All in favour. MOTION CARRIED.

**3. Review and approval of previous minutes:**

The motion to approve the previous minutes of 25 Oct 18 was made by Brenna Kahvedjian and seconded by Lisa Brake. All in favour. MOTION CARRIED.

**4. Communications:**

NOTE: All communications are disseminated to the board prior to the board minutes.

**5. Wing Representative's Report:**

- Gender based violence funding for programs
- Family crisis team: Re-initialization planned with WAdmino and helping professionals at 15 Wing
- Support our troops teleconference: 21 Feb
- 07 Feb honours and awards ceremony
- Airshow 6&7 Jul 2019

**6. Chairperson's Report:**

- Governance update: MFS gathering policy and procedure documents from all MFRC's to create a unified set of policies and procedures.
- MFS visit update, recommendations from Colonel Harris. The recommendations have been noted. (18:53 in camera - 18:58 out of camera)

**7. Executive Director's Report:**

- Lines of operation
- MFRC Services PPT
- Gender based violence prevention funding: First responder sexual assault and abuse training, training professionals on the Wing. Discussions are ongoing about other community-based events focused on families.

**8. 3 CFFTS/Southport Report:**

- Programming picking up again after new year
- Community members concerned around programming levels due to staff upcoming staff change due to mat leave. MFRC Dir assured programming will continue.

**Moose Jaw MFRC Inc.**  
**Board of Directors Meeting Minutes**  
**24 Jan 2019**

**9. Committee Reports:**

The FY 18/19 Q3 financial statements were presented by the MFRC Finance Chair for discussion and approval.

Discussion:

- There are significant differences between last year and this year WRT MFS funding due to ~\$130K in supplementary funding received in FY 17-18 as part of the SSE initiative. Year over year discrepancies due to the SSE funding received in Q3 of FY 17/18 will closer align by FYE.
- Insurance costs have also over doubled since last year due to high risk insurance costs which were not part of our previous coverages.
- ELC revenue is slightly lower than last FY despite operating at a relatively high tempo; largely in part to an increased use of family separation child care which is captured as emergency respite at n/c or half price.

The motion to approve the financial statements as presented was made by Tammy Barclay and seconded by Brenna Kahvedjian. No further discussion. All in favour. MOTION CARRIED.

Fundraising: Nothing to report.

Program/Evaluation: See staff reports.

*Personnel:* VFP Coord posting/ Mat leaves for Portage Ops Coord & Children's Svcs Coord

Nominating: Jacelyn Lacroix has volunteered to fill the Secretary position. A motion to approve Jacelyn Lacroix as Secretary was made by Amanda Laver and seconded by Lisa Brake.  
All in favour. MOTION CARRIED.

Chairperson Dani Basley informed the board that she is resigning as board chairperson effective 01 Mar 2019.

**10. Old Business:**

- A. No old business.

**11. New Business:**

- A. 2018-19 MFSP QUARTERLY FINANCIAL REPORT/ Q3

A motion to approve the 2018-19 MFSP QUARTERLY FINANCIAL REPORT/ Q3 as presented was made by Tammy Barclay and seconded by Lisa Brake.

Discussion: None. All in favour. MOTION CARRIED.

**Moose Jaw MFRC Inc.**  
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**11. New Business: (Continued)**

**B. MFSP FUNDING REQUEST FY 2019-2020**

A presentation of the MFSP Funding request was made by Chairperson Dani Basley. It was decided to review and approve the requests line by line.

Discussion:

Category: Family engagement and community development.

1. Approved. Add reference back to MFS report to emphasize justification of request.

Category: Program delivery.

1. Approved.

2. Approved.

3. Concerns that the scope of the request is too broad. Members appreciate that there have been many requests for childcare during TGIF and other such Wing events, however concerns around organizational and personal liability and (lack of) liquor inclusion insurance with alcohol-based events, as well as ability to actually provide the service with upcoming changes to ELC were raised. The chairperson stated that thirty (30) centres do not provide childcare for TGIF; only WPG and Cold Lake do but they have licensed childcare facilities and it falls within their regular operating hours. (Comox MFRC used to provide this service, but it ended last year due to liability risks/issues.) The board consensus is that even if funding was received to provide these services, the liability risks are too great. In the end this request was 'Not Approved'.

NOTE: Current Mess PMC and board member, Lauren Flaherty abstained from vote for avoidance of potential conflict of interest reasons due to her dual roles as PMC and MFRC board member.

4. Approved.

A motion to approve the MFSP FUNDING REQUEST FY 2019-20 with above revisions was made by Tammy Barclay and seconded by Amanda Laver. All in favour. MOTION CARRIED.

**C. BYLAWS**

A motion to approve the Moose Jaw MFRC Board BYLAWS as presented was made by Lisa Brake and seconded by Tammy Barclay.

Discussion: These updated bylaws will stand until the new MFS harmonized bylaws are adopted. All in favour. MOTION CARRIED.

**Moose Jaw MFRC Inc.**  
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**24 Jan 2019**

**D. MFRC EARLY LEARNING CENTRE – SASKATCHEWAN MINISTRY OF EDUCATION ASSESSMENT: LICENSED OR CASUAL CHILDCARE OPTIONS**

**Background:**

In Oct 2018, the Moose Jaw MFRC casual child care centre, also known as the Early Learning Centre (ELC), was assessed by the Government of Saskatchewan, Ministry of Education. As a not-for-profit, charitable corporation situated in the province of Saskatchewan, the Moose Jaw MFRC Inc. must adhere to provincial legislation. (This is in addition to certain applicable DND policies that may provide guidance as it relates to MFRC operations.) The facility and program met all standards and protocols as it pertains to the delivery of unlicensed, casual child care. However, the extended daily hours of operation (0900-1600) were of concern and noted by the Ministry of Education representative, as only licensed day care facilities are authorized to execute full-time operations (all-day). As per the 'The Child Care Regulations, 2015, SECTION 3', the Early Learning Centre can provide a maximum of three (3) consecutive hours of child care per day/ per family, including, but not limited to, the casual child care and lunch programs.

**Discussion:**

Ref. Background. To facilitate full-time child care operations, a program conversion to a full-time, licensed day care would be required. Such a conversion would also necessitate building renovations, a separate governance structure and increased funding/ grants. (Note: DND/ Military Family Services (MFS) does not fund licensed day care; therefore costs would need to be covered through additional revenues and increased user fees, likely resulting in significant deficits as experienced by other Wing childcare facilities, ex. Cold Lake.) The capacity to meet the high demand for casual and emergency respite child care at 15 Wing would be significantly diminished in a licensed entity due to the aforementioned considerations. Additional and significant sources of public funding would also be required in such a scenario to subsidize off-site and/ or personal emergency respite childcare options.

A motion was made by Tammy Barclay and seconded by Amanda Laver to keep the ELC program as a casual child care centre, with the embedded ability to meet respite and emergency child care demands, as the foundational piece for operations. This decision will ensure that the needs of military families, as well as mandated MFS program-delivery parameters, continue to be met. Effective 01 Jul 2019 (TBC with the Ministry of Education), compliance with provincial legislation will result in amended ELC hours of operation not to exceed three (3) hours per day/ per family.

All in favour. MOTION CARRIED.



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**12. Board Training:**

Board Governance Fundamentals: Series 1 » DiverseCity OnBoard

[HTTP://CE-ONLINE.RYERSON.CA/CE/](http://ce-online.ryerson.ca/ce/)

**13. Discussion:**


Next AGM date May 23 or 30<sup>th</sup>, discussed holding the AGM in Portage this year, as it hasn't been held there yet.

**14. Next board meeting:** 21 Feb 2019

**15. Adjournment:** The motion to adjourn the meeting was made by Lisa Brake.  
All in favour. CARRIED. The meeting was adjourned at 8:13 pm.

**Moose Jaw MFRC Inc.  
Board of Directors Meeting Minutes  
24 Jan 2019**

Prepared by:



Jacelyn (Jackie) Lacroix  
Secretary  
Moose Jaw MFRC Inc.

21 Feb 2019

Date

Reviewed by:

Comments:



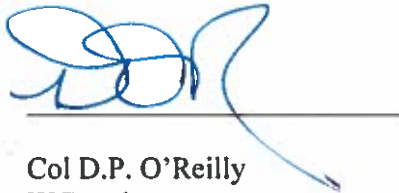
CWO Hall  
WCWO – Ex-Officio  
15 Wing Moose Jaw

11 Mar 19

Date

Reviewed by:

Comments:



Col D.P. O'Reilly  
WComd  
15 Wing Moose Jaw

13 Mar 19

Date

Approved by:



Dani Basley  
Chairperson  
Moose Jaw MFRC Inc.

March 22/19

Date